

**Variance: ADMINISTRATIVE**

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING		\$1,400		2654
DPLU ENVIRONMENTAL		\$630**		2600
DPW ENGINEERING			\$740	
DPW INTIAL STUDY REVIEW			\$245	
STORMWATER				
DEH	SEPTIC/WELL	\$368		
	SEWER			
DPR				
<b>INITIAL DEPOSIT</b>				
<b>\$2,508</b> (no CEQA)				
<b>\$3,383</b> (CEQA)				

VIOLATION FEE None

\*\* If for setback reduction do not collect environmental review fee. Otherwise, collect CEQA Exemption fee of \$630.

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

**NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.**

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [222 Variance Advisory Form](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) **(and any deeds)**
- [346V Supplemental Application Form](#)
- [384 Consent to Granting of Administrative Variance](#)
- [581 Plan Check Pre-Application Notice](#)

**Step 2:**

***In addition to the electronic copies on CD***, all forms/plans listed under **(Step 2)** must be completed, signed and **submitted as Hardcopies**.

- Plot Plan: **Four (4) hard copies.**
- [346 Discretionary Permit Application Form](#): **One (1) hard copy.**

**All forms listed below are informational only and shall not be submitted.**

These are available at: [DPLU Zoning Forms](#).

260	Variance Applicant's Guide
267	Appointment Letter
303	Variance Staff Checklist
906	Signature Requirements
ZC001	Defense and Indemnification Agreement
ZC013	Determination of Legal Parcel
ZC090Z	Typical Plot Plan

### **NOTES:**

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).**  
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Four (4) copies of plot plans. Plot plans must be 11" x 17" **(Folded to 8 ½" x 11" with the lower right-hand corner exposed. Multiple sheets must be stapled into sets).**
3. **Administrative Variance covers:**
  - a. Setback encroachment up to 50% of that required to the property line.
  - b. 75% increase in maximum fence requirements.
4. **If for setback, Exempt CEQA Guidelines Section 15305. NO FEES REQUIRED. Otherwise, Exempt CEQA Guidelines Section 15305. Collect CEQA Exemption Review Fee.**
5. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.